

## Orchard Manor/County Farm Committee Meeting Minutes February 8, 2012

Chairperson Patrick Schroeder called the meeting to order at 1:00 p.m. Chairman Schroeder noted a quorum was present and certified the meeting was in compliance with the Open Meetings Law. Committee Members present were Robert Keeney, Robert Scallon, and Donald Splinter. Other Grant County staff members attending the meeting were Donna Haines, and Carol Schwartz. Ron and Terri Abing and Linda Adrian also attended.

Robert Scallon made the motion seconded by Donald Splinter to approve the existing agenda. Motion carried, voice vote.

Robert Keeney made the motion seconded by Robert Scallon to approve the January 12, 2012 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Majestic View had the land they are going to improve to tillable acreage surveyed. The two sections total 5.4 acres. Work will begin on it in the Spring.

Robert Keeney made the motion seconded by Donald Splinter to accept the January 2012 County Farm Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Ken McAndrew, maintenance supervisor, updated the committee on operational issues. During the water testing for the HVAC system, it was discovered two valves in the 700/800 wings were frozen open; but there is not a need to replace them at this time. The final exhaust testing is still not completed. McAndrew gave the committee a demonstration of the software monitoring the HVAC system. It is internet-based and can be viewed from any computer, with the proper security login. Advantage Systems took over monitoring the fire alarm system from Per Mar; the previous vendor. Advantage is also the company installing the new security system. Taylor Brothers submitted a bill for services that was in excess of their contract. If they wish to come before the committee to discuss, they may.

Donna Haines and the Committee discussed the following Orchard Manor issues:

- The current census is 105 geriatric and 29 ICF/MR residents.
- Software updates were implemented for the Accounts Payable, General Ledger, and Payroll systems.
- Management attended the first session in a 14-session internet training series on dementia on February 8. Committee meetings will need to be moved to 1:00 p.m. until the series is completed.
- February 29 – March 1, 2012 is the Leading Age (formerly WAHSA) conference Donna Haines will attend.
- Rita Melssen will attend training sponsored by Martin Brothers in Iowa City on February 28. Martin Brothers is also offering safe serve recertifications for staff at a cost of \$50.00 each.
- An R.N. and the Assistant Dietary Supervisor have resigned. Five interviews have been scheduled for the dietary position with eight applicants so far.

Donald Splinter made a motion seconded by Robert Keeney to accept the January 2012 Orchard Manor Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Linda Adrian addressed the committee during the public comment time. As a former Grant County Supervisor and a current short-term resident of Orchard Manor, she thought it was important to address the committee. Ms. Adrian praised the facility, its staff, and its services. She wants to make sure community members are aware of the fine services available in their own county.

Chairperson Patrick Schroeder tentatively set Wednesday, March 14, 2012 at 1:00 p.m. for the next regular meeting. Robert Keeney made the motion seconded by Donald Splinter to adjourn the meeting at 1:55 p.m. Motion carried, voice vote.

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Committee Secretary

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Recording Secretary

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Date

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Date